

## OneCall Service Center

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Dear Employee:

Please take the time to review this very important information. You are receiving this packet to keep you informed of legal and plan requirement changes. Within this packet you will find two very important documents:

- *Notice of Privacy Practices* — this document outlines how your personal health information is handled, and
- *Your Book of Benefits Update* — provides you with new revised pages to your three-ring binder.

### *Your Book of Benefits Update*

At the beginning of last year you received a three-ring binder — *Your Book of Benefits* — outlining the benefits available to you as an eligible employee. Throughout the year, legal and plan changes occurred, which is the reason for this update. Please take the time to update *Your Book of Benefits* so that you have the most up-to-date information, when needed. Below is a summary of the revised pages:

| Section/Tab of Benefits Binder | Pages  |
|--------------------------------|--|
| About Your Benefits            | Replace existing page 15 with revised page 15.<br>Replace existing page 17 with revised page 17. |
| Flexible Spending Accounts     | Replace existing page 7 with revised page 7.   |
| Savings Plan                   | Replace existing page 5 with revised page 5.   |
| Severance Plan                 | Replace existing page 4 with revised page 4.   |
| Administrative Information     | Replace entire section with revised pages.   |

Our goal is to provide the information you need to make the most of your benefits package. If you have any questions, please contact the OneCall Service Center at 574-1500 or at 1-877-861-2255.

Very truly yours,



P. L. Williamson, Manager  
Benefits Delivery